

Eastern ROP 9: EMERGENCY PROCEDURES	Page 1 of 4
Division of Forensic Science Eastern Laboratory Regional Operating Procedure	Amendment Designator:
	Effective Date: Jan 16, 2004
<p style="text-align: center;">9. Emergency Procedures</p> <p>9.1. Purpose</p> <p>This ROP provides guidance for laboratory personnel in the event of an emergency situation, such as fire, bomb threat, terrorist threat, spilled chemical, leaking toxic or corrosive gas, power failure, and loss of exhaust or ventilation systems. Some situations are controllable. However, remember that judgment decisions will have to be made because no two emergencies are the same.</p> <p>9.2. References</p> <p>9.2.1. DFS Safety Manual 9.2.2. DCJS</p> <p>9.3. General Information</p> <p>9.3.1. Alert the personnel in the immediate vicinity of the emergency and your supervisor. 9.3.2. Confine the emergency, if possible 9.3.3. Summon assistance 9.3.4. If necessary, evacuate the area or the building 9.3.5. A floor plan of the fourth floor marked with locations of fire extinguishers, fire blankets, eyewash stations, emergency showers, fire alarm pulls and exits is located in Annex 1 to this ROP. 9.3.6. Emergency phone numbers:</p> <ul style="list-style-type: none"> • Police, Fire, Ambulance, and/or Hazmat Team: 911 • Poison Control Center: 1-800-552-6337 • Pollution, Toxic Chemical and Oil Spills: 1-800-424-8802 <p>9.4. Responsibilities</p> <p>9.4.1. All personnel</p> <ul style="list-style-type: none"> • Implement these procedures to prevent or minimize injury and limit the spread of dangerous situations. • Be familiar with locations of exits, fire alarm pulls, fire extinguishers, eyewash fountains, fire blankets, emergency showers, first aid kits, and chemical spill kits. • Be alert to potentially hazardous operations within your area. <p>9.4.2. Laboratory Director or designee</p> <ul style="list-style-type: none"> • Coordinate all actions with the Building Engineer, the OCME and the Norfolk Public Health Department. • Promptly notify the Division Director of the emergency situation. • Order evacuation of the fourth floor as necessary in non-fire related emergencies. • Advise external responders to an emergency of known adverse conditions in the building. • Review this ROP annually and update as required. <p>9.4.3. Laboratory Safety Officer</p> <ul style="list-style-type: none"> • Assist the orderly and complete evacuation of the floor and stairwells. • Assist the first aid team with any injuries. • Assist in the annual review of this ROP. <p>9.4.4. Forensic Evidence Specialists</p>	

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<div style="margin-left: 40px;"> <ul style="list-style-type: none"> • Secure the evidence vault. • Control access to the fourth floor and to the Laboratory's entrance on the first floor.. • Assist the orderly and complete evacuation of the floor and stairwells. • Assist in the annual review of this ROP. </div> <p>9.4.5. Supervisors</p> <div style="margin-left: 40px;"> <ul style="list-style-type: none"> • Ensure that their personnel are knowledgeable of the contents of this ROP. Training of new personnel will be a priority consideration. • In case of building evacuation, secure the section's administrative evidence storage area and ensure that all section personnel have safely exited. • Assist the orderly and complete evacuation of the floor and stairwells. </div> <p>9.4.6 Office Manager and Administrative Staff</p> <div style="margin-left: 40px;"> <ul style="list-style-type: none"> • In case of evacuation, have in your possession the cordless phone, the cell phones, an emergency first aid kit, the visitor's sign-in log and the Emergency Preparedness Binder. • The Emergency Preparedness Binder will contain up-to-date versions of the following: <ul style="list-style-type: none"> ○ Employees' emergency contact forms ○ Laboratory's phone list ○ Emergency phone numbers ○ Building floor-plan ○ Floor map indicating eyewashes, safety showers, exits, fire extinguishers, spill kits, and fire alarm pulls ○ Floor map indicating storage locations for chemicals, gas cylinders, and ammunition ○ Chemical storage lists from each section ○ Copy of this ROP </div> <p>9.5. Fire Emergencies</p> <p>9.5.1. If fire or smoke is detected, pull the fire alarm. This automatically triggers these actions:</p> <div style="margin-left: 40px;"> <ul style="list-style-type: none"> • The Norfolk Fire department is automatically summoned. • The elevators are locked down and can only be accessed by the fire department. • Laboratory doors remain magnetically "locked." • Doors to administrative areas default to "unlocked". </div> <p>9.5.2. If practical (fire is small with minimal smoke), fight the fire with an extinguisher. Extinguishers located throughout the floor are of the general type and may be used on any class fire. Remember PASS – Pull, Aim, Squeeze, and Sweep. Using extinguishers, small bench-top fires can normally be extinguished easily.</p> <div style="margin-left: 40px;"> <ul style="list-style-type: none"> • Keep near a door for your escape. • Stay low out of the way of the heat and smoke. • Aim extinguisher at the base of the fire. • Stay outside of closets and small areas and shoot extinguisher stream in. • When the fire is out, leave the area. Close the doors. The fire department will ensure that the fire is out and the area is safe to reenter. • If, despite your efforts, the fire increases or the smoke becomes increasingly thicker, leave the area. Close the doors. Do not take unnecessary chances. Use good judgment; do not endanger yourself or others. Your safety and the safety of fellow workers are foremost. </div> <p>9.6. Bomb Threat</p> <p>9.6.1. Do not pull the fire alarm.</p>	

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<p>9.6.2. Keep the caller on the phone as long as possible and try to get as much information possible.</p> <ul style="list-style-type: none"> • Location of bomb • Time of projected explosion • Description/type of bomb • Reason for the bomb threat <p>9.6.3. Note the time of the call, the telephone extension to which the call was made, background noises and as much other information as possible.</p> <p>9.6.4. Do not use the same extension on which the threat was received to make phone calls.</p> <p>9.6.5. Notify the Laboratory Director who will notify the Norfolk Police Department and the building occupants. Security will lock our entrance to the building and post a Forensic Evidence Specialist outside the front door to await police personnel.</p> <p>9.6.6. The Norfolk Police Department will organize and direct all search operations. Laboratory personnel may be used in their own specific area during the search to point out items that may be foreign to their operations.</p> <p>9.6.7. The Laboratory Director, in consultation with the police department, will decide if the building will be evacuated.</p> <p>9.6.8. Once evacuation is decided upon, supervisors will be notified to carry out the evacuation.</p> <p>9.6.9. Suspicious objects or packages should not be touched. Immediately notify your supervisor who will notify the police and the Laboratory Director of its location.</p> <p>9.7. Hazardous Spills and Gas Leaks</p> <p>9.7.1. Hazardous spills and/or gas leaks may require evacuation of the section, the floor, or the entire building. The supervisor will determine if the area should be evacuated. If the spill can be contained, use available spill kits and MSDS information.</p> <p>9.7.2. If necessary, call 911 for the Norfolk Fire Department HAZMAT team.</p> <p>9.8. Ventilation System/Hood System Failures</p> <p>9.8.1. In the event of a failure of the ventilation system or fume hoods used to contain hazardous or noxious materials, personnel will take appropriate action to minimize the spread of material into the laboratory.</p> <p>9.8.2. Such actions may include:</p> <ul style="list-style-type: none"> • Closing open containers • Moving the material to a working hood • Turning off or removing sources of heat • Closing the sash of the inoperative hood • Evacuation of the immediate area • Notifying the Lab Director who will authorize evacuation of the building, if necessary, and any other appropriate actions. <p>9.9. Power Outage</p> <p>The Lab Director, in coordination with Section Supervisors, will determine and implement the appropriate responses to power failures.</p> <p>9.10. Hazardous Material Threat</p> <p>9.10.1. The FBI advisory list for identifying suspicious packages that may contain hazardous materials includes packages with any of the following:</p> <ul style="list-style-type: none"> • No return address • Restrictive markings, e.g., PERSONAL, FOR YOUR EYES ONLY, SPECIAL DELIVERY • Excessive postage 	

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<div data-bbox="321 268 976 558"> <ul style="list-style-type: none"> • Mail from a foreign country • Misspelled words in address • Incorrect titles • Badly typed or written information • Protruding wires • Lopsidedness or unevenness • Strange odor, oily stains or discoloration on outer surface • Crystallization on wrapper • Excessive tape or string </div> <div data-bbox="224 590 1395 617"> <p>9.10.2. If a package or letter received by the laboratory is suspected to contain malicious hazardous material:</p> </div> <div data-bbox="321 653 1503 903"> <ul style="list-style-type: none"> • GENTLY place the letter or package down and cover it, or if possible, place it in plastic bag. • Inform everyone nearby to evacuate the immediate area and close doors and windows on the way out • Have someone call 911 for the Norfolk HAZMAT team and notify the Laboratory Director. • Isolate yourself and remove any contaminated clothing and place in a plastic bag. • Wash exposed skin for several minutes with soap and water or bacterial soap; await further orders from the HAZMAT team. • Document the situation, especially what surfaces and other items that may have come in contact with the contents of the package or letter. </div> <div data-bbox="151 936 560 963"> <p>9.11. Evacuation of the Laboratory</p> </div> <div data-bbox="224 997 664 1024"> <p>9.11.1. Building evacuation procedures:</p> </div> <div data-bbox="321 1029 1508 1247"> <ul style="list-style-type: none"> • The building will be evacuated when the fire alarm sounds or the Laboratory Director or designee orders an evacuation. • If time and personal safety permit, evidence will be secured and instrumentation and gas lines will be shut down according to posted procedures. • Close all room doors. • Advise your supervisor if anyone needs help or first aid treatment. • Walk, do not run, to the nearest stairwell exit. Do not use the elevators. </div> <div data-bbox="224 1281 777 1308"> <p>9.11.2. In a fire situation, remember the following:</p> </div> <div data-bbox="321 1344 1503 1467"> <ul style="list-style-type: none"> • Don't enter a smoke-filled space. • Feel doors to determine if they are hot; do not open them if they are. • If you find yourself in a smoke-filled space, protect yourself by covering your mouth and nose with a cloth (wet, if possible) and move as close to the floor as possible. </div> <div data-bbox="224 1501 1162 1528"> <p>9.11.3. No one will reenter the building without permission of the Laboratory Director.</p> </div> <div data-bbox="151 1562 401 1589"> <p>9.12. Assembly Point</p> </div> <div data-bbox="224 1623 1541 1711"> <p>Upon clearing the building, all lab personnel will assemble in the area west of the front door of the Diabetes Center (located on the west side of the building). The Forensic Office Manager or designee will document a head count. Supervisors will be prepared to account for all of their personnel and any visitors that were in their sections.</p> </div> <div data-bbox="1455 1755 1526 1782"> <p>◆ End</p> </div>	

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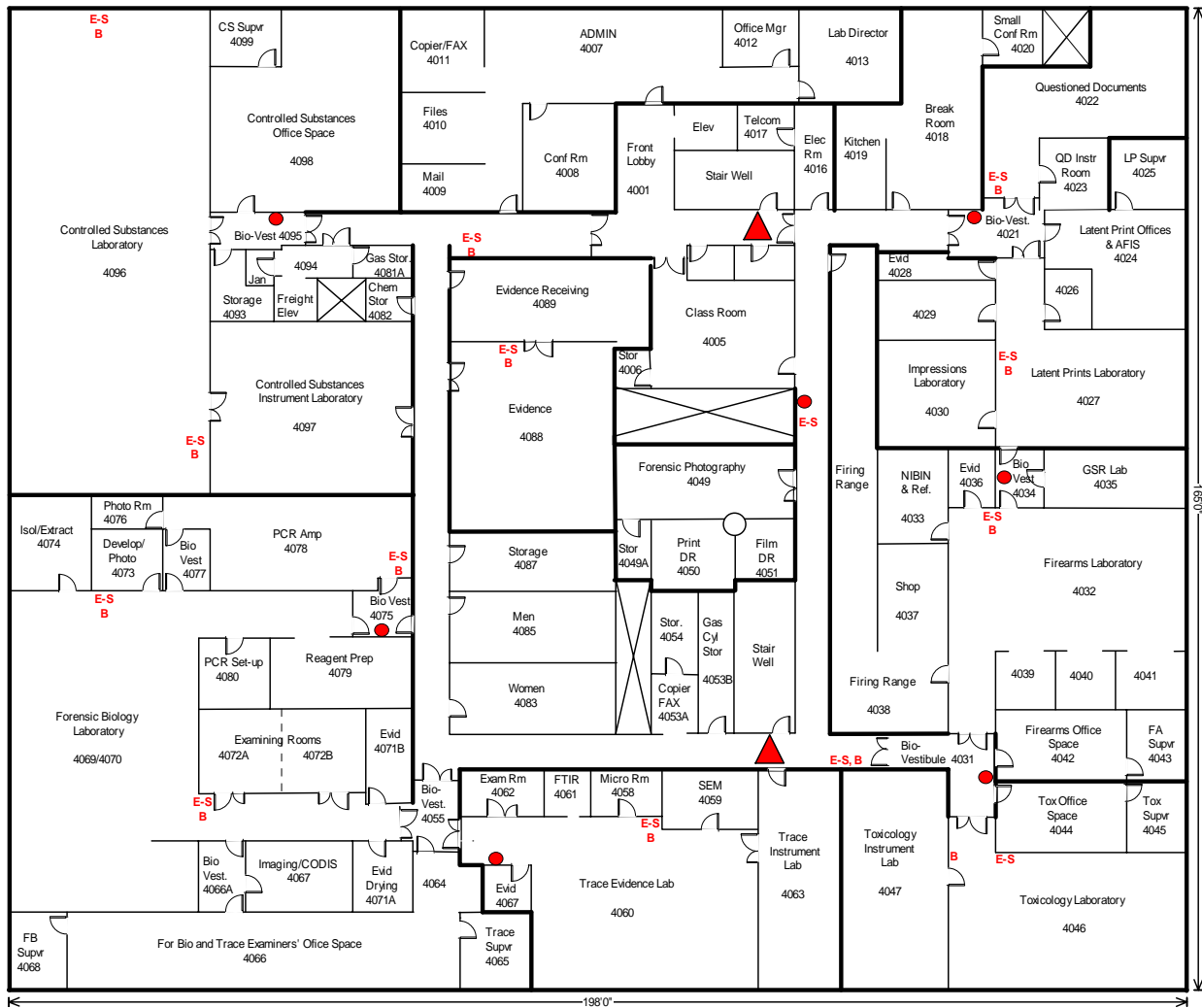
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Eastern Laboratory's Safety Floor Plan

Locations of Emergency Exits, Fire Pulls, Eyewash-Shower and Fire Blanket Stations and Fire Extinguishers



EASTERN LABORATORY (4th Floor)

(Not to scale)



= Stairwell Exit & Fire Pull



= Fire Extinguisher

E-S = Eyewash/Shower

B = Fire Blanket

◆ End